

Child Care and Development Fund Annual Aggregate Report

ACF-800 Reporting Instructions/Definitions

Note: Data reported should include all Child Care and Development Fund services regardless of funding stream (Discretionary, Mandatory, Matching, State Match, Maintenance of Effort, and Transfers from Temporary Assistance for Needy Families Program).

Term	Definition
1. Number of Families	Report the total unduplicated number of families assisted during the report period, counting each family assisted once (even if a family has exited and re-entered the program).
2. Number of Children	Report the total unduplicated number of children assisted during the report period, counting each child assisted once (even if a child has exited and re-entered the program). <u>If the child has had more than one provider type during the reporting period, select the last known provider.</u> In row 2, columns (B-L) across the page indicate the number of children served by the type of provider (see definitions below). The sum of the columns should equal the number in column (A), row 2.
Payment Methods	
3. Number of children served through grants or contracts with providers	Report the total unduplicated number of children served through grants and contracts with providers (for slots) during the reporting period. <u>Count each child once.</u> If the child has had more than one provider type during the reporting period, select the last known provider type. In row 3, columns (B-L) across the page indicate the number of children served by type of providers (see definitions below) which received grants and contracts. The sum of the columns (B-L), row 3 should equal the number in column (A), row 3.
4. Number of children receiving child care services through certificates to parents, to parents and providers, or to providers	Report the total unduplicated number of children served through certificates (including cash) to parents, to parents and providers, or to providers during the reporting period. Count each child once. If the child has had more than one provider type during the reporting period, select the last known provider type. In row 4, columns (B-L) across the page, indicate the number of children served by type of providers (see definitions below) which received payment through certificates. The sum of the columns (B-L), row 4 should equal the number in column (A), row 4.
5. <u>Of the children served through certificates</u> , number of children served through cash payments directly to parents (only)	Report the total number of children served whose families receive direct cash payments or cash certificates (does not include two-party checks to parents and providers or cash to providers) during the reporting period. Count each child once. If the child has had more than one provider type during the reporting period, select the last known provider type. In row 5, columns (B-L) across the page, indicate the number of children served by the type of providers (see definitions below) which received cash payments from parents. The sum of the columns (B-L), row 5 should equal the number in column (A), row 5.
Child Care Providers	
6a. Number of child care providers receiving CCDF funding by type of care	Report the total unduplicated number of child care providers serving subsidized families by provider type. <u>Count each provider once.</u> If a provider should provide more than one type of care (i.e. in-home and family child care) place the provider in the category for which the most hours of service are provided. If an equal number of hours are provided, the State has the discretion as to which category to report the provider. The sum of columns (B-L) row 6a should equal the number in column (A), row 6.
6b. Total licensed capacity in centers and homes (Optional)	Report the total number of licensed child care slots for all types of regulated care regardless of whether these providers are participating in subsidized child care in Column (A) as of the end of September. In columns (C)-(E), report the total number of licensed child care slots by type of licensed providers. The sum of columns (C-E) row 6b should equal the number in column (A), row 6b.

Consumer Education	
7. Estimated number of families receiving consumer education.	Report an estimated number of families receiving consumer education to promote informed child care choices. Explain the methodology for calculating this number in the "comments" field (or as a footnote for those submitting on paper).
8-16. Methods of Consumer Education	<p>Indicate Y for yes if the State provides this method of consumer education on a regular basis as established in the State's child care policy, or N for no if the State does not provide this method of consumer education on a regular basis.</p> <p>For question # 8, "Information to subsidized families concerning the choice of a certificate or grant/contract", if no children are reported on line 3 (Number of children served through grants or contracts with providers), States should indicate "NA" for not applicable. Refer to § 98.30 of the Child Care and Development Fund Final Rule for additional information.</p> <p>If reporting a Y(es) for 16 ("other"), the State should explain in the comment (or footnote) section after 16 on the internet form or in an attachment.</p> <p>(The list does not imply that these are the preferred or only methods of consumer education.)</p>
Pooled Funds	
17. Basis for the ACF-800 Report	<p>For reporting purposes, the Child Care Bureau needs to know about the number of children and families served only through the Child Care and Development Fund. CCDF is comprised of the following: Discretionary, Mandatory, Federal Matching Funds, State Matching Funds (from any allowable source under Section 98.53), MOE (from any allowable source under Section 98.53), transfer from TANF into discretionary fund, and funds for quality earmarks and administration.</p> <p>Many Lead Agencies, however, combine non-CCDF monies to serve the child care needs of their State and do not serve children exclusively with CCDF funds (this is called "pooling"). Examples of funds that States and Territories often include in their pool are: Title XX, Title IV-E funds for children in foster care, Welfare to Work (WtW) funds, non-compulsory education programs, Housing and Urban Development (HUD) Child Care, State-only funds not used for MOE or Match, or other funds not used for match.</p> <p>Please indicate (yes or no) if the ACF-800 data is based on pooled funds where the Lead Agency is unable to identify children served only with CCDF funds. If yes, please answer questions 18. And 19. If no, please go to question 20.</p>
18. Funds in State/Territory Pool	<p>If your State or Territory pools non-CCDF funds in your Child Care and Development Fund, <u>and</u> you are <i>not</i> able to identify which family receives only CCDF funds, you need to report the percentage of your program funds that are CCDF funds in this section. The Bureau will automatically calculate the percentage of each data element which is provided by CCDF funding and report the resulting calculation to Congress based on the information provided. This calculation also applies to case-level data provided on the ACF-801 (when aggregated).</p> <p>For information on how to calculate the pooling ratio, please review Section III of Technical Bulletin #8: ACF-801 Clarifications, Final April 1, 1998. This information is also available on the web at:</p> <p>http://www.acf.dhhs.gov/programs/ccb/systems/bulet08.htm</p>
19. Detailed Indication of Funds in the Child Care Pool	Please indicate (yes/no) which of the CCDF and Non-CCDF fund sources are included in the State or Territory pool for this reporting purpose.

Optional Questions	
20. Unannounced Inspections	Please indicate (yes or no) whether the State or Territory makes routine, unannounced inspections of regulated child care facilities as a matter of policy. This does not include unannounced inspections as a result of formal complaints. (This optional information is being collected as a part of the Child Care Bureau's Performance Measures.)
21. Explanatory Comments	Please provide explanatory information regarding any of the data elements on this form as necessary. (Optional)
22. Additional Materials	Please attach any reports, materials developed, or other information regarding quality activities funded by CCDF. (Optional)
Types of Providers	Provider types are broken up into two broad categories of licensed/regulated and legally operating (no license category available in state or locality). Under each of these categories are four types of providers: in-home, family home, group home, and centers. (See columns (b) through (l).)
Licensed or regulated provider	Provider legally regulated or licensed by State or local public agency or through a State's designated licensing or regulatory agent.
Legally operating provider (license category not available)	For reporting purposes, a legally operating, unregulated provider is one that, if not participating in the CCDF program, would not be subject to any state or local child care regulations. According to section 98.2 of the CCDBG regulations, "Licensing or regulatory requirements means requirements necessary for a provider to legally provide child care services in a State or locality, including registration requirements established under State, local or Tribal law...."
Child's Home	Care provided by a caregiver in the child's home.
Family Home	Care provided in a family child care home.
Group Home	Care provided in a group child care home (as differentiated from a family child care home by the grantee.)
Center	Care provided in a center-based setting, including programs in schools.
Relative	A provider who is a grandparent, great-grandparent, aunt or uncle, or sibling living outside the child's home.

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Public reporting burden for this data collection of information is estimated to average 50 hours per response, including the time for reviewing instructions, gathering and maintaining data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

OMB Approval Number: 0970-0150

Expires: 6/30/2003